6105 Counseling

CWO3 Walls

Legal Services Support Team
MCAS Cherry Point

Administrative Law Section

6105 Counseling

- **Purpose**
  - To give formal notice to a Marine concerning deficiencies and afforded a reasonable opportunity to overcome those deficiencies.
- **Required prior to Separation**
  - Parenthood
  - Condition not a Disability
  - Personality Disorder
  - Unsatisfactory Performance of Duties
  - Misconduct
    - Minor Disciplinary Infractions and Patter of Misconduct
  - Weight control

Parts of a Counseling Entry

Part #1 "Written notification concerning deficiency"

Part #2 "Specific recommendations for corrective action"

Part #3 "Comprehensive explanation of the consequences of failure to take the recommended corrective action"

Part #4 "Reasonable opportunity to undertake the recommended corrective action"

Sample 6105 = Notification

(date): Counseled this date concerning the following deficiencies: You were U/A from PT at 0530 on 20081231. **Recommended corrective action: Arrive to all formations 15 minutes early, obey all orders and regulations under the UCMJ. Assistance is available through the Chain of Command, SACC, Chaplain, Semper Fit. Failure to take corrective action and any further violations of the UCMJ, disciplinary action, or incidents requiring formal counseling may result in judicial or adverse administrative action, including but not limited to administrative separation. I was advised that within 5 working days after acknowledging this entry I may submit a written rebuttal which will be filed on the document side of the service record.**

I choose to _____/ not to _____ make such a statement.

_____ _____

Marine date Commanding Officer date

Sample 6105 = Corrective Action

(date): Counseled this date concerning the following deficiencies: You were U/A from PT at 0530 on 20021203.

Specific recommendations for corrective action are: Arrive to all formations 15 minutes early, obey all orders and regulations under the UCMJ.

Assistance is available through the Chain of Command, SACC, Chaplain, Semper Fit. Failure to take corrective action and any further violations of the UCMJ, disciplinary action, or incidents requiring formal counseling may result in judicial or adverse administrative action, including but not limited to administrative separation. I was advised that within 5 working days after acknowledging this entry I may submit a written rebuttal which will be filed on the document side of the service record.

I choose to _____/ not to _____ make such a statement.

_____ _____

Marine date Commanding Officer date

Sample 6105 = Assistance Available

(date): Counseled this date concerning the following deficiencies: You were U/A from PT at 0530 on 20021203. Specific recommendations for corrective action are: Arrive to all formations 15 minutes early, obey all orders and regulations under the UCMJ and to seek assistance, which is available through the Chain of Command and … SACC, Chaplain, Semper Fit. **Failure to take corrective action and any further violations of the UCMJ, disciplinary action, or incidents requiring formal counseling may result in judicial or adverse administrative action, including but not limited to administrative separation. I was advised that within 5 working days after acknowledging this entry I may submit a written rebuttal which will be filed on the document side of the service record.**

I choose to _____/ not to _____ make such a statement.

_____ _____

Marine date Commanding Officer date

Sample 6105 = Failure to Correct

(date): Counseled this date concerning the following deficiencies: You were U/A from PT at 0530 on 20021203.

Specific recommendations for corrective action are: Arrive to all formations 15 minutes prior, obey all orders and regulations under the UCMJ and to seek assistance, which is available through the Chain of Command and …SACC, Chaplain, Semper Fit. Failure to take corrective action and any further violations of the UCMJ, disciplinary action, or incidents requiring formal counseling may result in judicial or adverse administrative action, including but not limited to administrative separation. **I was advised that within 5 working days after acknowledging this entry I may submit a written rebuttal which will be filed on the document side of the service record.**

I choose to _____/ not to _____ make such a statement.

_____ _____

Marine date Commanding Officer

date

Sample 6105 = Separate

(date): Counseled this date concerning the following deficiencies: You were U/A from PT at 0530 on 20021203. Specific recommendations for corrective action are: Arrive to all formations 15 minutes prior, obey all orders and regulations under the UCMJ and to seek assistance, which is available through the Chain of Command and …SACC, Chaplain, Semper Fit. Failure to take corrective action and any further violations of the UCMJ, disciplinary action, or incidents requiring formal counseling may result in judicial or adverse administrative action, including but not limited to administrative separation. I understand that I am being processed for the following judicial or adverse administrative action: _____. **I was advised that within 5 working days after acknowledging this entry I may submit a written rebuttal which will be filed on the document side of the service record.**

I choose to _____/ not to _____ make such a statement.

Sample 6105 = Written Rebuttal/Sign

(date): Counseled this date concerning the following deficiencies: You were U/A from PT at 0530 on 20021203. Specific recommendations for corrective action are: Arrive to all formations 15 minutes early, obey all orders and regulations under the UCMJ. Assistance is available through the Chain of Command, SACC, Chaplain, Semper Fit. Failure to take corrective action and any further violations may result in judicial proceedings or adverse administrative action. I understand that I am being recommended for administrative separation for a pattern of misconduct. II was advised that within 5 working days after acknowledging this entry I may submit a written rebuttal which will be filed on the document side of the service record.

I choose to _____/ not to _____ make such a statement.

_____ _____

Marine date Commanding Officer date

- Alcohol Related Incidents
  - MARADMIN 316/01
  - Mandatory Entry in SRB/OQR
- Confirmed incident of illegal drugs
  - 6105
  - Page 11 entry for confirmed test (IRAM)
- Highly recommended after every NJP
- Copy to:
  - UPB/IPAC/ESR/OMPF/SNM

A 6105 Counseling Entry is NOT:

- A Lecture…use good judgment…
- A Motivational speech on Honor, Courage, & Commitment, or Core Values.

<u>Must be signed</u> by the Commanding Officer

3d Party Witness if Marine refuses to sign.

Questions ?

CWO3 Walls
252.466.7102